



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON SCHWEINFURT
UNIT 25850, BOX 10
APO AE 09033

IMEU-SWF-ZA

JUN 28 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum 3-7, Sign Policy

1. REFERENCES:

- a. AR 420-1, Buildings and Structures, 12 February 2008.
- b. Installation Design Guide (IDG), March 2006.

2. PURPOSE: This memorandum establishes the US Army Garrison Schweinfurt sign policy.

3. APPLICABILITY: This policy applies to the US Army Garrison Schweinfurt (USAG). This policy provides procedures for requesting new signs or repairs/changes to existing signs. It also provides guidance, format instructions, and authorization for specific types of signs located throughout the Garrison. This policy does not require replacing nonconforming signs presently in use.

4. The Commander, United States Army Europe (USAREUR) directed standardization of USAREUR installation signs. Standardization of signs at USAREUR installations improves identification of facilities and enhances the uniform and orderly appearance of all installations.

5. Per referenced regulations, DPW provides, erects and maintains permanent identification signs, traffic signs, and directional signs essential for the installation.

6. Submit requests for new signs or sign repair/changes on a DA Form 4283 (Facilities Engineering Work Request). All requests require justification and the unit S-4 officer or Directorate Chief's signature. Route all requests through the Garrison CSM to the DPW.

7. Colors used on sign backgrounds aid in identifying military (brown) and garrison facilities (brown).

8. Use the following criteria, standard formats and sizes:

a. Installation Signs: This sign with white letters shows the name of an installation and is normally at the entrance of remote sites, where applicable. Installation signs for Ledward/Conn Barracks are not necessary as permanent installation signs already exist as part of the facility architecture. Installations named after an individual require a commemorative plaque citing this individual. These signs are displayed at the installation entrance. The standard colors for installation signs are white letters on a brown background.

b. Military Unit Identification and Building Signs: Building signs will show the unit name and the authorized insignia (unit crest). Building numbers will be shown in the lower left corner of the sign. These signs are only authorized for units with commanders stationed within the USAG Schweinfurt or separate platoon or detachment sized units stationed away from their parent organization. These signs

identify the name of the respective unit with white letters on a standard brown background. For company or detachment size units/elements with a unit commander assigned, place the name of the Commander below the sign. Place the name of the Command Sergeant Major or First Sergeant below the name of the Commander. Mount these name signs by using one rectangular aluminum blank suspended by screws. Sign size is 152 cm x 108 cm. These signs are permanent installation signs. If a unit removes or damages these signs they will pay to have new signs made. IMA-EURO units shall include the IMA insignia; non IMA-EURO units shall include their designated unit insignia.

c. Garrison Facility Identification Signs: These signs show the name of the respective activities in white letters on a brown background. The name of the garrison facility appears horizontally below the installation name. Material for these signs consists of a sheet of aluminum base with letters and trim superimposed on the surface. Do not display names of personnel on these signs.

d. Mandatory/Prohibitory Signs: Mandatory/prohibitory signs restrict, warn, and advise visitors and installation personnel in matters of Army security, safety, and parking controls. To avoid confusion, directives should not be unnecessarily wordy. Colors: Black letters and numbers on a white background. "Warning" - red letters on a white background.

e. Directional Signs:

(1) Modify directional signs to show two crossed flags (NATO and U.S.) in place of the U.S. flag.

(2) These signs provide directions to various buildings, directorates, kaserns, etc. Place these signs at intersections and other locations as necessary. These signs show the name of the facility in black letters on a standard brown background. To indicate directions to the left, place a white arrow to the left of the facility name pointing to the left. For facilities ahead or to the right a white arrow will follow the facility name with the arrow pointing up or to the right for the location ahead or right respectively. These signs are 15 cm high and 91.5 cm in length when used at regular street and intersections locations. Directional signs will be alphabetized with no more than six panels mounted on a single base with a maximum of six (6) message lines per panel.

(3) Autobahn directional signs are 300 cm high by 250 cm in length. They show the distance to the exit and direction to the installation in black letters and numerals on the sign with a white reflective background and bordered by a 4 cm wide blue stripe. Material for these signs consists of an aluminum base sheet, letters, arrows, and trim superimposed on the surface.

f. Traffic Control Signs and Markings: These signs control pedestrian traffic as well as the flow of vehicular traffic. Mount them on an appropriate pole or wall. Make markings on roads, pavements, and objects to warn and guide pedestrians, vehicles, railroad, and air traffic on an installation as required. These signs will be the same type used by the local city authorities.

g. Reserved Vehicle Parking Signs: These signs designate vehicle parking spaces reserved for vehicles of authorized personnel and official visitors. The sign is 45 cm in height and 30 cm wide with letters of a suitable size indicating the title of the individual in which the space is reserved. The prepared

IMEU-SWF-ZA

SUBJECT: Policy Memorandum 3-7, Sign Policy

sign is attached to a pole driven into the ground so that the lower horizontal edge of the sign is not less than 75 cm above the ground. Colors: Black letters on a white background. Do not paint signs on curbs. Personnel authorized these reserved vehicle parking signs: officers with the rank of MAJ and above; enlisted personnel in the rank of Sergeant Major or Command Sergeant Major; Company Commanders; Company First Sergeants.

h. Street Name Signs: These signs have a length that varies based on name text. Mount these signs on a pole or wall so the lower horizontal edge of the sign is 3 meters above the ground. This sign will be the same type used by the local city authorities.

i. Perimeter Signs: Install these types of signs at 100-meter intervals along the boundary of an installation. The letters are 10 cm high and black on a white background. These signs indicate the extent of the United States Army controlled area.

j. Restricted/Secure Area Signs: Use these signs to indicate the extent of the restricted or secure area. The text on the following types of signs is governed by the applicable directives:

(1) Physical Security of Arms, Ammunition and Explosive, AR 190-11, 15 November 2006.

(2) Military Working Dog Program, AR 190-12, 04 June 2007.

k. Colors:

(1) Red. Red is the basic color for identification of fire protective equipment and apparatus.

(2) Yellow. Yellow is the basic color for designating caution; for marking dangerous chemicals and physical hazards.

(3) Green. Green is the basic color for designating safety equipment and operator devices to include location of first aid and first aid equipment.

(4) Blue. Blue is for the exterior of switch boxes and electrical controls which are the starting point or power source for hazardous electrical machinery and equipment.

(5) Orange. Orange is the basic color for designating dangerous parts of machines or energized equipment.

(6) Magenta. Magenta is used for marking ionizing radiation hazards per MIL-STD-450.

9. Coordinate placement and installation of signs not under U.S. control with the Community or Installation Commander and the responsible authorities, the "Amt fuer Oeffentliche Ordnung, Strassenbauamt" or the "Regierungspraesidium" as appropriate.

IMEU-SWF-ZA

SUBJECT: Policy Memorandum 3-7, Sign Policy

10. The maintenance of signs described in paragraph 8a through j above, except for unit signs, is a DPW responsibility. The using organization is responsible for maintaining and cleaning unit signs and others not included in paragraphs 8a through j.

a. Do not use stiff-bristled brush or other abrasive tools to clean signs prepared with reflective sheeting or paint. Contact DPW for assistance in replacing contaminated signs, which cannot be cleaned any more.

b. Inspect signs on a 90-day cycle.

c. Conduct cleaning or reconditioning once a year or as required. DPW promptly removes signs no longer needed or deemed unnecessary.

11. Repair damaged signs such as bent corners, holes, and scratches on site if possible and practical; otherwise bring signs to the shop for repair. Perform all work per manufacturer instructions for signs that have reflective backing or non-reflective sheeting. Do not remove or allow a unit to remove installation signs. If a unit removes or damages these signs they will pay to have new signs made.

12. Sign frame installation is a DPW responsibility.

13. To preclude inappropriate sign use or damage to real property do not erect or attach signs to any facility without written approval of the DPW on DA Form 4283.

14. The proponent for this policy memorandum is the DPW Operations NCO at DSN 354-7030.



EVERETT S. P. SPAIN
LTC, EN
Commanding

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